

RefWorks: sharing references using RefShare

Sharing your RefWorks references with others is easy and your recipients don't need a RefWorks account to see the content of the shares. You can share your entire RefWorks database (that is, all references in your folders), a specific folder, or a subfolder.

In order to share a specific folder, go to the "Organize & Share Folders" tab in RefWorks, identify the folder you would like to share, and select the share icon on the right – the manila folder with the green arrow.

We now land in the Shared Folder Options box. There is a url that you can copy and paste into an e-mail or on a website or you can share the link on social media. Under "Limitations," you can allow users to export, print, and construct bibliographies using your share—these options are active by default. You can also allow users to post comments under your references and to receive an e-mail when someone posts a comment.

Remember to save the share otherwise your recipients will be unable to open the link.

Notice that the icon changes to indicate that the folder has been shared.

When you place the cursor over your shared folder, you have four available options; you can view your shared list, you can remove the share, you can view and change your Shared Folder Options, and you can e-mail the share directly from within RefWorks.

Note that if you are sharing a folder that contains subfolders those will be included in your share.

If the recipients of your share are affiliated with UNB or STU, they can link to the fulltext of articles since each listed RefWorks reference by default includes the "Check for Full text" link to UNB Libraries' holdings. (This feature is limited to electronic serials only and does not work with ebooks or other content.)

Moreover, if the recipients of your share have RefWork accounts this is a bonus because they can incorporate the references into their own RefWorks accounts.

To add a RefShare to your RefWorks account, log into RefWorks in the top right corner of your RefShare page and the shared folder will be automatically added to your account. The shared folder called Writing Display with 54 items now appears in my folders list.

Use the export button for sharing to other citation management systems and for more file type options when sharing.